CALIFORNIA

Water Boards

STATE WATER RESOURCES CONTROL BOARD

REGIONAL WATER QUALITY CONTROL BOARDS

electronic Self-Monitoring Reports[2.5]

Discharge Monitoring Report (DMR) Entry Guide

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A. Introduction and Overview

This entry guide describes how to navigate through the "DMR" tab of the eSMR module of California Integrated Water Quality System (CIWQS).

The data on the DMR tab and the submittal information is transmitted to the United States Environmental Protection Agency's Integrated Compliance Information System (ICIS). The tab is pre-populated with expectations according to the permit(s) for your facility. If you have any questions regarding the expectations contact the DMR Help Center (DMR@waterboards.ca.gov).

Information on the other tabs of the SMR report and the data on the DMR tab are not electronically connected. There may be data points that you must enter through the PET tool or the eSMR manual data entry tabs and on the DMR tab.

No data indicators (NODI) codes can be entered for an entire limit set or for individual parameters, see Section C.

Both the eSMR and DMR tabs must be completed before submitting. If, for some reason you cannot complete the DMR tab, you can unlink the specific DMR in order to submit the eSMR. See Section F of this guide for more information on this process.

If your caseworker withdraws your eSMR and you resubmit the report, only data points with different values than the original submitted values will be resubmitted to EPA. The date of the resubmittal will be recorded for those data points.

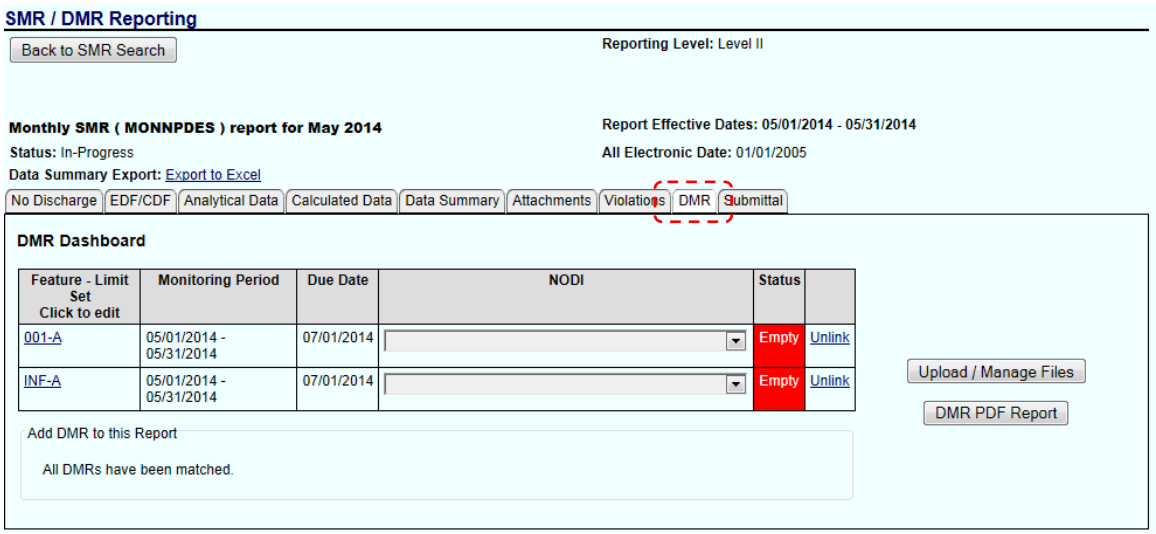
At any time you may save your entry to continue at a later time.

If you have any questions, contact the DMR Help Center (DMR@waterboards.ca.gov).

B. DMR Dashboard

The DMR Dashboard can be accessed by clicking on the DMR tab from the report builder screen within a specific eSMR. For more information on navigating to an eSMR, see the "Select Report" lesson of the eSMR2 training courses posted at:

http://www.waterboards.ca.gov/water_issues/programs/ciwqs/esmr2course.shtml.



Description and function of the Dashboard table:

1.) Feature - Limit Set
Clicking on the link will take you to the web entry forms. The forms look similar to the paper DMR forms and allow you to enter results or view results that have been uploaded.

2.) Monitoring Period
Displays the date range associated to the Feature - Limit Set records.

3.) Due Date
Displays the due date for the associated Feature – Limit Set records. This may be different than the eSMR due date. It is the Discharger's responsibility to ensure timely submittals of both reports.

4.) NODI
Allows you to enter a NODI code for the entire Feature –Limit Set. Section C describes entering a NODI code for an individual parameter record.

5.) Status

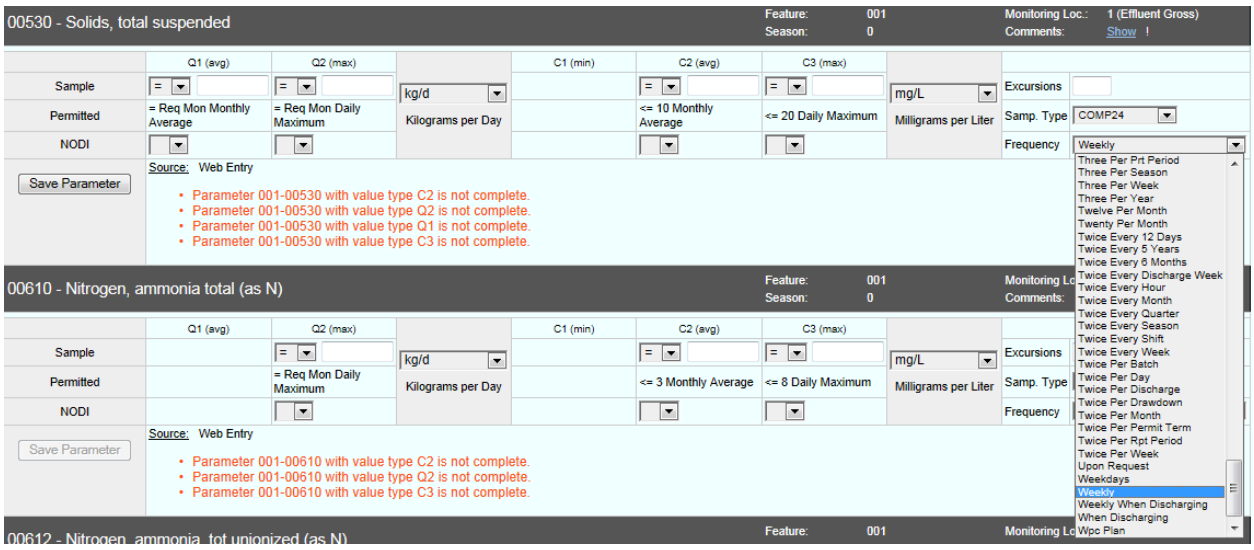
Displays the status of the records within the Feature – Limit set. The following statuses may be displayed:

- Empty- No data has been entered for the Feature – Limit Set and monitoring period described
- Incomplete –Some, but not all data has been entered for the Feature – Limit Set and monitoring period described
- NODI – A NODI code has been assigned for the entire Feature – Limit Set
- Complete – All expected the data has been entered for the Feature – Limit Set and monitoring period described

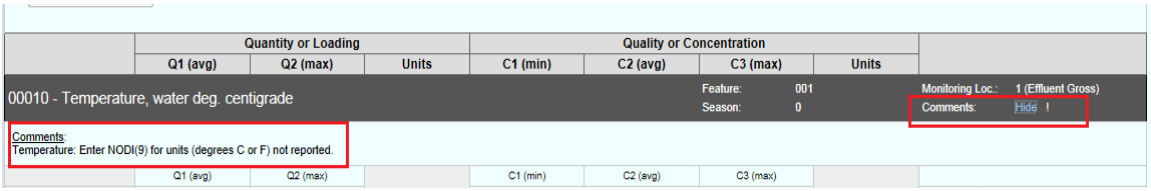
C. Web entry form

The web entry forms allow you to enter your results. Like the paper DMR forms, the web form is broken up into “Quantity or Loading” and “Quality or Concentration” sections for each parameter. Data is expected in cells that contain entry boxes. You can save the data one parameter at a time by clicking the “Save Parameter” button at the bottom of each parameter section, or save them all at once using the “Save All Parameters” button located near the top and bottom of the page.

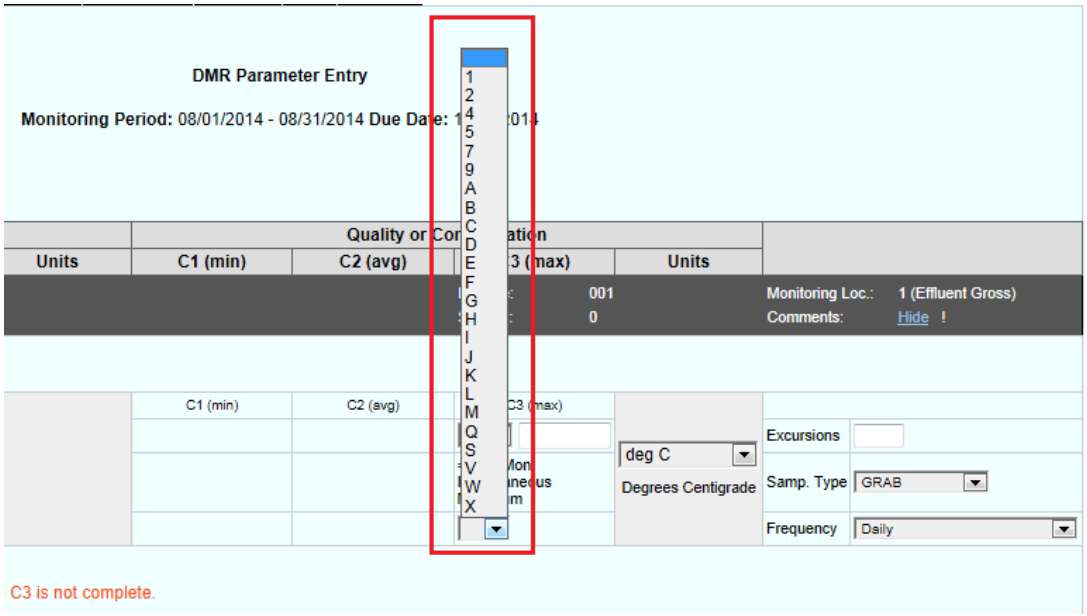
You can use the dropdown menus to change the units, sample type and frequency. A warning will appear if the dropdowns are changed from the default selection.



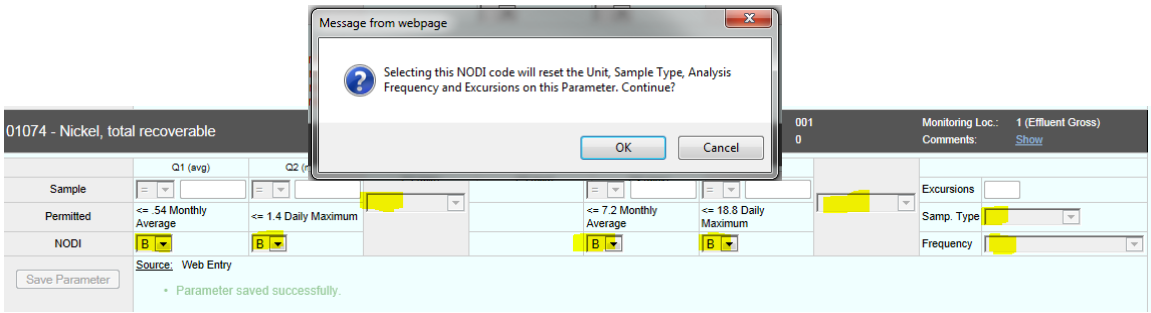
Comments from the Permit can be displayed above the parameter table, if the "Show" link has been clicked. The "Show" link is in the top right-hand corner of each parameter section. Once showing, comments can be hidden by using the "Hide" link.



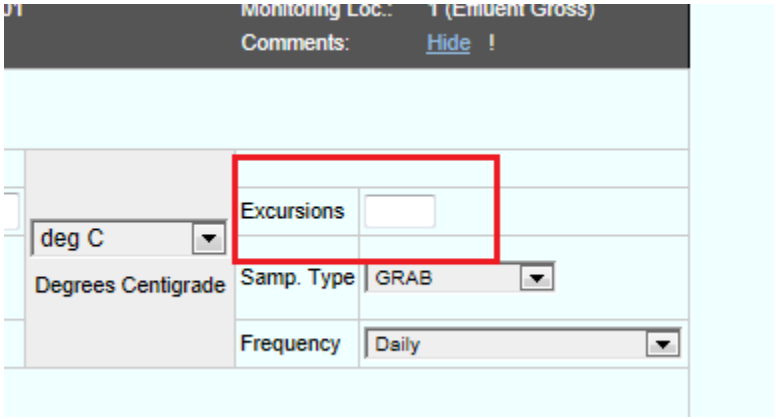
A NODI code can be selected for an individual parameter and or result. NODI dropdown is located below the qualifier field. Definitions for the codes can be found in Attachment 1 of this guide.



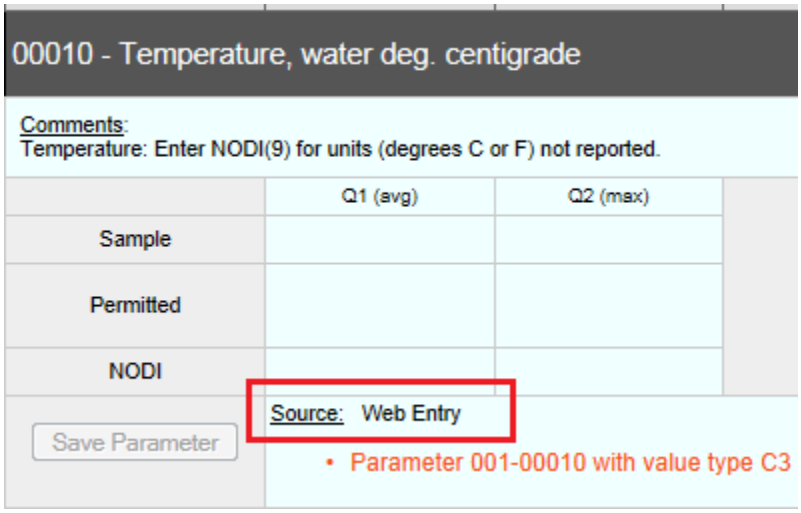
If you select a NODI code for all expected parameter results a notification will appear informing you the units, sample type and frequency will be cleared out. Click "Ok" and proceed to save your data.



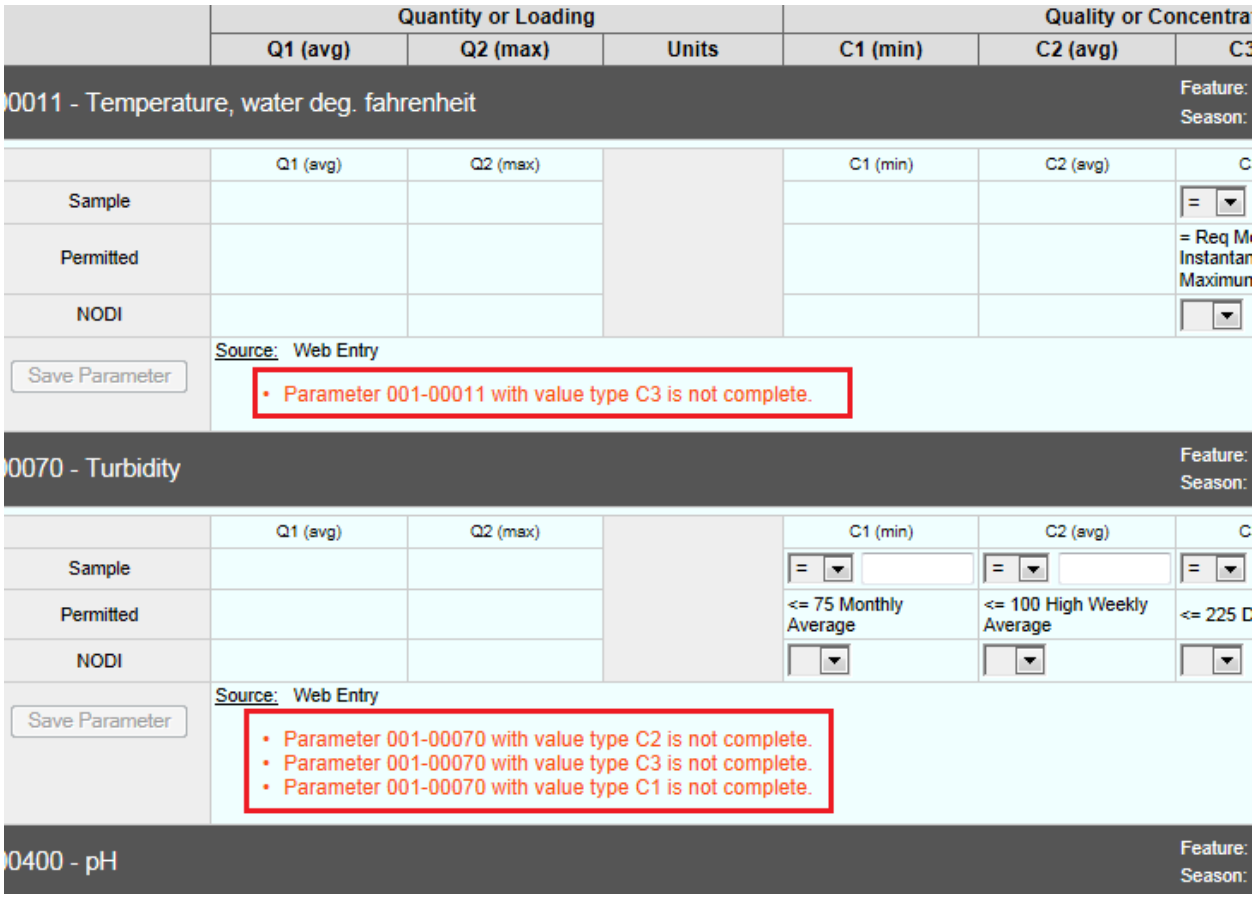
Use the “Excursion” field to record the number of times sample results were outside the value shown in the “Permitted” cells for the given parameter during the monitoring period.



When information is entered, the text next to the word “Source” will indicate whether the information came from an uploaded file, displaying the name of the file, or if the information was entered through the web form. The fields within a single parameter section must be completed entirely via web entry or by an upload file, not through a combination. However, some parameters may be completed through the web entry and some through an uploaded file.

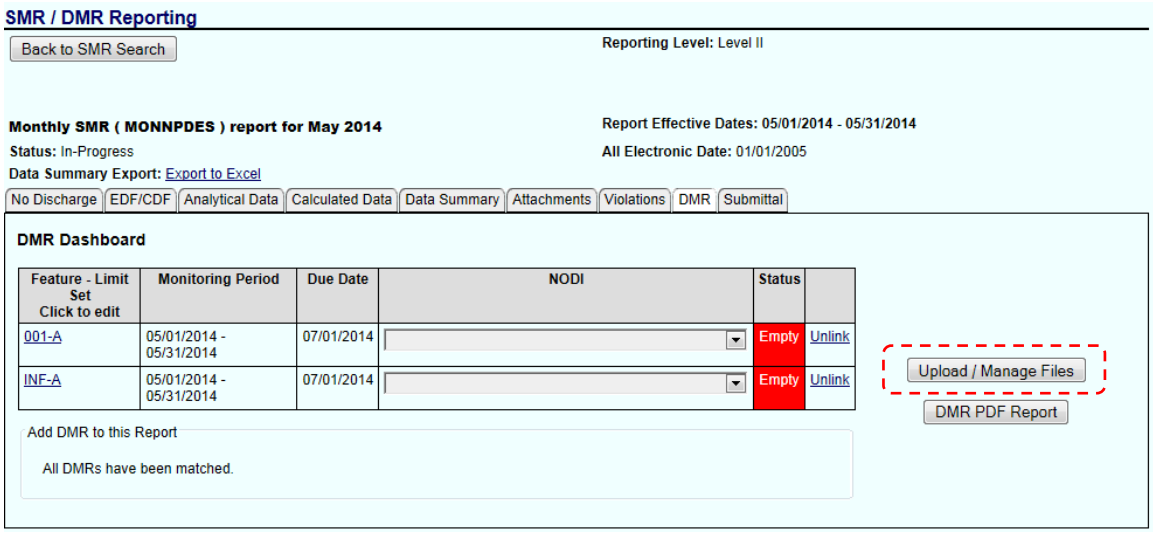


Notes regarding the status of each parameter are shown at the bottom of each parameter section.

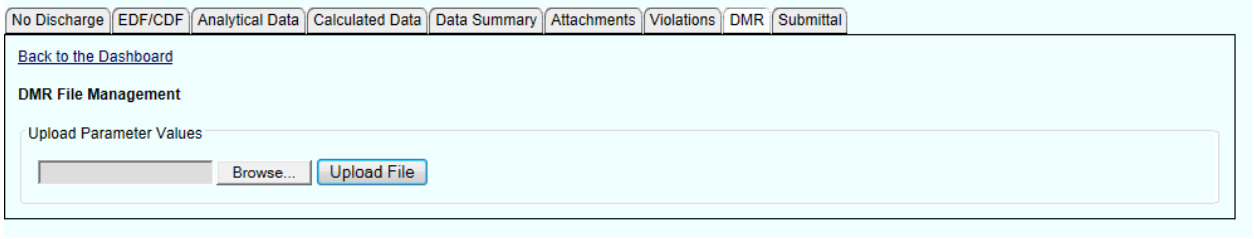


D. Upload / Manage Files

The upload feature allows you to upload your DMR data. The upload file specifications are listed here. (http://www.waterboards.ca.gov/water_issues/programs/ciwqs/docs/dmr_upload_format.xls)



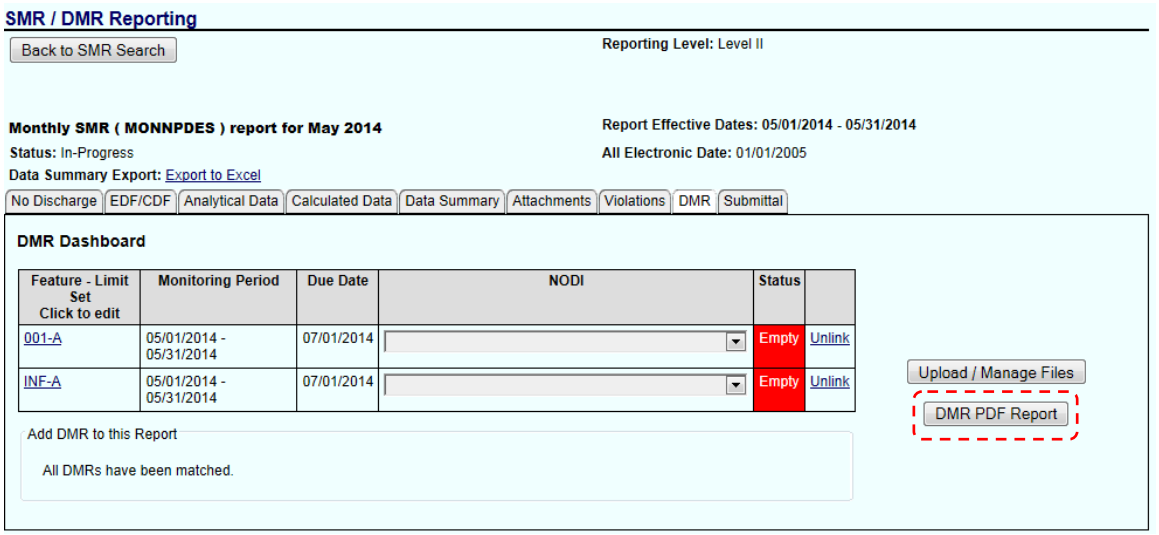
Clicking the “Upload/Manage Files” button displays a new screen.
Click the ‘Browse” button to navigate your computer for the file to upload. Click the “Upload File” button once you have selected the file to upload. Multiple files may be uploaded separately.



If a file is uploaded in error, or data that were uploaded must be corrected, click the ‘Delete” hyperlink. While the file is not actually stored in the system, this will remove the values associated with the file.

E. DMR PDF Report

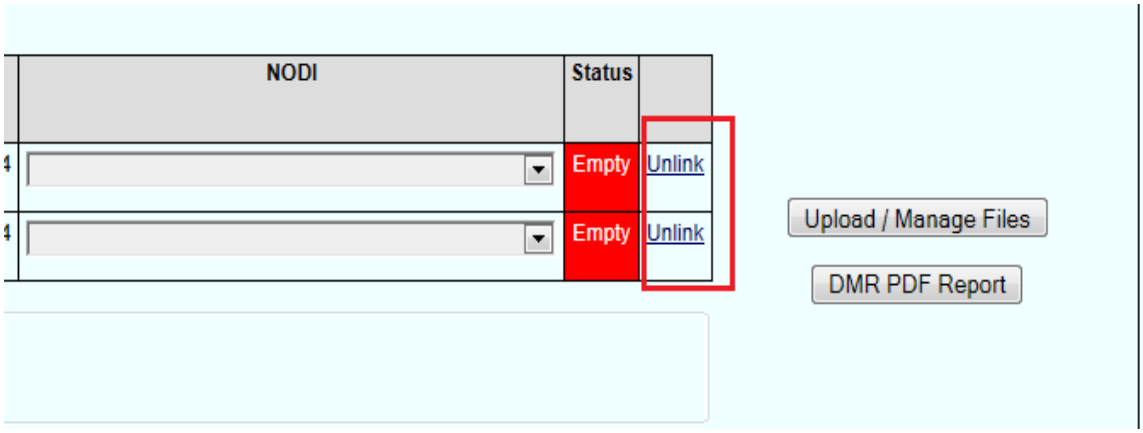
The “DMR PDF Report” button will create a PDF file displaying all the results that have been entered through the form or through an uploaded file.



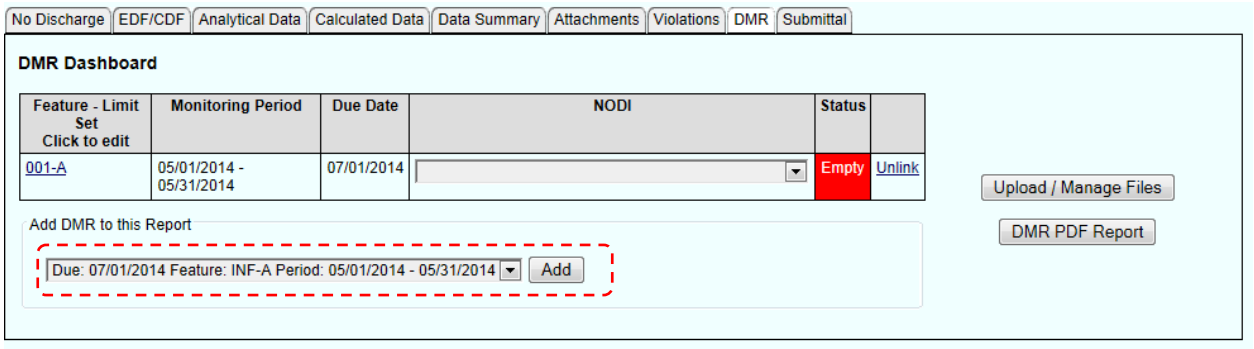
A copy of the PDF report will also be included in the zip file created upon submittal of the eSMR, which is the copy of record.

F. Linking / Unlinking

By default DMRs are linked to reports using an algorithm that matches the monitoring period and due date. You also have the ability to link and unlink Feature – Limit Sets to a report by clicking the “unlink” hyperlink. It may be necessary to unlink a DMR from an eSMR if the DMR is not complete because the eSMR cannot be submitted if a linked DMR is incomplete.



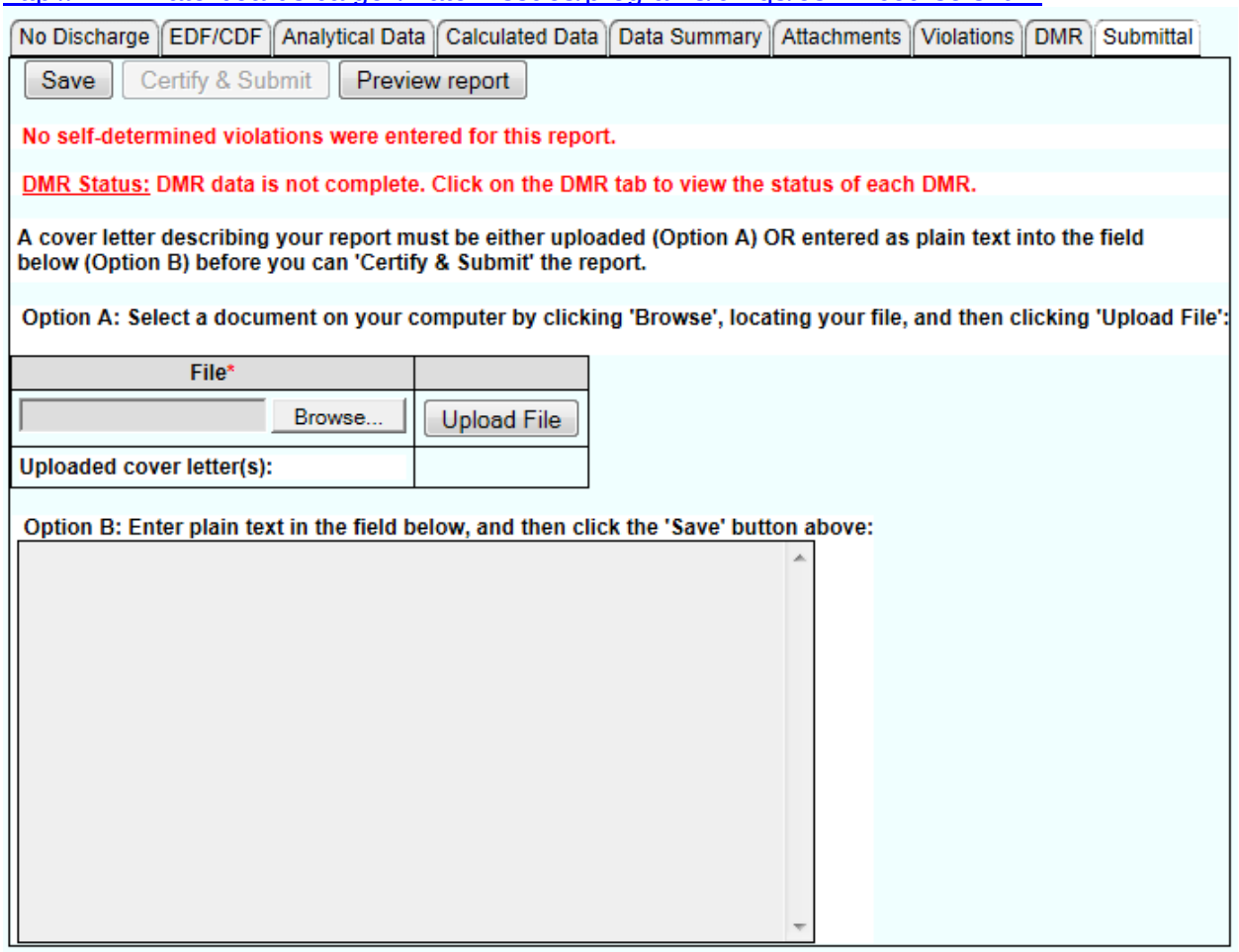
If a DMR is not matched to a report (or manually unlinked) it will appear in the dropdown below the dashboard table. You can add it to the report by clicking the add button. Be sure to check this list periodically because it is the Discharger’s responsibility to ensure that all DMRs are submitted.



G. Submittal

The DMR and SMR are submitted simultaneously using the submittal tab.

If your DMR data is not completed you will not be able to submit the report. For more information on submitting the report, see the "Submittal" lesson of the eSMR2 training courses posted at http://www.waterboards.ca.gov/water_issues/programs/ciwqs/esmr2course.shtml.



Attachment 1

NODI CODES

Code	Description
1	Wrong Flow
2	Operation Shutdown
4	Discharge to Lagoon/Groundwater
5	Frozen Conditions
7	No Influent
9	Conditional Monitoring - Not Required This Period
A	General Permit Exemption
B	Below Detection Limit/No Detection
C	No Discharge
D	Lost Sample/Data Not Available
E	Analysis Not Conducted/No Sample
F	Insufficient Flow for Sampling
G	Sampling Equipment Failure
H	Invalid Test
I	Land Applied
J	Recycled - Water-Closed System
K	Natural Disaster
L	DMR Received but not Entered
Q	Not Quantifiable
S	Fire Conditions
V	Weather Related
W	Dry Lysimeter/Well
X	Parameter/Value Not Reported
M	Laboratory Error